



UNITED STATES MARINE CORPS
MARINE CORPS RECRUITING COMMAND
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MARINE CORPS RESERVE PRIOR SERVICE RECRUITING GUIDE VOLUME V

From: Commanding General
To: Distribution List

Subj: TRANSITIONAL RECRUITING PROCEDURES

1. Purpose. To provide guidance and systematic procedures to Transitional Recruiting (TR) personnel.
2. Cancellation. All previous editions of this Guide are superseded.
3. Background. This publication is a procedural guide designed to give Prior Service Recruiting Division Transitional Recruiting personnel specific direction for use in the accomplishment of their PSR mission. Throughout this Guide, various orders and directives are referenced regarding actions to be taken in the areas of administration, logistics, and training support. The intent of this Guide is to amplify, not supersede, these orders.
4. Action. PSR personnel are required to adhere to this Guide and the orders referenced in the performance of their recruiting duties. This Guide is effective upon receipt.
5. Recommendations/Changes. Recommendations or requests for changes to this Guide should be directed to the Commanding General, MCRC, (ATTN: Head, PSR Section), 3280 Russell Road, Quantico, VA 22134-5103 via the appropriate chain of command.


D. T. BARTELS
Chief of Staff

DISTRIBUTION: B, D

RECORD OF CHANGES

Log completed change action as indicated.

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CHAPTER 1

SCREENING PROCEDURES

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1000. Purpose. This chapter contains procedures, policies, and instructions governing the screening of applicants to determine their eligibility status for affiliation/reenlistment in the SMCR via the Direct Assignment Program (DAP), Active Reserve (AR) Program, or by Direct Referral. Through the use of the appendices in this Volume and Volume II, the Transitional Recruiter (TR) will be able to determine the qualifications of all applicants. The TR will provide valid proof source documents on all applicants proving they are physically, professionally and morally qualified on or prior to the date the DAP orders are generated or the reenlistment is executed. For an applicant to be eligible for direct assignment affiliation or reenlistment they must satisfy the requirement to be categorized as Q3. The description of a Q3 Marine is explained in Volume II, Chap 1.

1001. Introduction. The initial TR screening is a key element in determining if an applicant is qualified. In all dealings with applicants (Marines), the TR must be honest and fair. The TR's attitude must be one of helping Marines determine that their future lies with both the local community and the Marine Corps Reserve (MCR).

1002. Instructions. Prior to processing an applicant, the TR will conduct an initial screening to determine the Marine's eligibility for affiliation or reenlistment/extension. The screening will consist of viewing the Marine's Service Record Book (SRB), Marine Corps Total Force System (MCTFS) screens, and medical and dental records to ensure the Marine is qualified for Reserve service in accordance with the Appendices and Volume II of this Guide.

1003. Waivers. Marines who do not meet the qualifications for affiliation/reenlistment may require a waiver. To determine waiver conditions and for instructions on how to complete a waiver, refer to the current edition of the Reserve Career Planning Guide MCO P1040R.35 and Appendix H of Volume II.

1004. Source Documents

1. The DD Form 214/215 is the primary source document providing the necessary information to determine an applicant's eligibility. Refer to Volume II Chapter 1, Figures 1-2 and 1-3.

a. Policy and guidance on the issue, preparation and distribution of the DD Form 214/215 are provided in the Marine Corps Separation and Retirement Manual (MARCORSEPMAN) MCO P1900.16.

b. The DD214 is the primary source document for reenlistments. Active Duty Quality Control Record (QCAC) and Reserve Quality Control Record (QCRE) screens generated from the MCTFS are always approved for use as proof sources, but are secondary to the DD214.

2. The QCRE and QCAC will be required as proof sources whenever the DD 214 is not available for all DAP Affiliations. The dates on either document must be dated/printed on or prior to the issue date on the DAP orders and dates must be legible. Examples of the QCRE and the QCAC are provided in Volume II, Chapter 1 as Figures 1-4 and 1-5.

3. The Career Planner Contact Record (CPCR) may be used as an additional valid proof source.

1005. Reenlistment Codes (RE Code). Reenlistment Codes are indicators of an applicant's character of service.

1. Reenlistment Eligibility Codes and their active duty applicability for the Marine Corps are listed in Volume II, Chapter 1, Figure 1-8.

2. Reenlistment Code RE-1A is the only acceptable RE Code for a DAP join. There are no waivers for other RE Codes.

CHAPTER 2

SYSTEMATIC RECRUITING

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2000. PURPOSE. This chapter and Volume 1, Chapter 3 explains what systematic recruiting is, why it is important, and outlines the components of the system.

2001. COMPONENTS. The primary components of systematic recruiting for TRs includes:

1. Asset Map. Volume 1, Chapter 3, para 3
2. Turnover and Profile Book. Volume 1, Chapter 3, para 3
3. ALMRS. Volume 3
4. Schedule and Results (S&R). Volume 1, Chapter 3, para 3
5. Pre-Separation Brief Cards. Volume 1, Chapter 3, para 3

CHAPTER 3

PROCESSING SITUATIONS

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3000. Purpose. This chapter contains instructions to assist the TR in the preparation of a comprehensive package regardless of which program the active duty Marine pursues in the MCR. It also places the responsibility of following proper processing procedures on the TR.

3001. Processing Situations. There are three (3) programs for MCR involvement. They are identified by the following categories:

1. Category A, Direct Assignment (DAP): Enlisted Marines who agree to affiliate with a SMCR unit within 30 days of their EAS. To be eligible for this opportunity the Marine must possess a RE-1A Reenlistment Code from the most recent period of active duty.

a. Using the Systematic Recruiting components as defined in Chapter 2 of this Volume, gather leads on prospective Marines.

b. Schedule interviews with applicants to establish DAP eligibility. Screen service records as defined in Chapter 1 and Appendix B of this Volume.

c. Contact the PSR of the reserve unit to verify the availability of a T/O, Line Number and MOS.

d. Provide the applicant with contact information for the PSR area. The TR will assist with the initial liaison between the applicant and the PSR.

e. The applicant's information will be recorded and updated in ALMRS in accordance with Volume 3 of this Guide.

f. Prior to the issue of DAP orders the TR will ensure that the applicant provides the following:

(1) Proof of RE-1A reenlistment code

(2) Proof of EAS

(3) Copy of SF-88, SF-93 w/HIV results or Statement of Understanding

(4) NAVMED 6120/3 (if applicable)

(5) Copy of signed original DD Form 4 (if applicable)

g. Thirty days prior to the applicant's date of separation or Terminal Leave the TR will:

(1) Contact the PSR to reconfirm the T/O and Line Number availability.

(2) Advise the applicant to report to the PSR for join processing within 30 days from the effective date of the DAP orders. Failure to report to the PSR will result in forfeiture of billet assignment.

(3) Provide the applicant with original orders and make distribution to the joining SMCR unit and appropriate Prior Service Recruiting Office.

(4) On the date the orders are issued the TR will provide the PSR with the following documents:

- (a) Copy of the DAP orders
- (b) Copy of SF 88, SF 93, w/HIV results or HIV SOU
- (c) Copy of NAVMED 6120/3 (if applicable)
- (d) Copy of signed DD Form 4 (if applicable)
- (e) Test scores (if applicable)
- (f) Copy of DD 214/215 (if available)
- (g) Copy of QCRE and QCAC
- (h) Proof of Renlistment Code

Note: The 30-day reporting rule for DAP joins requires TRs to sign the reporting endorsement on the DAP orders within 30 days of the separating Marine's EAS. The TR will be charged with non-reporting attrition if the receiving unit does not make a unit diary entry joining the DAP Marine within 60 days of his/her EAS.

2. Category B, Active Reserve (AR) Application: Enlisted Marines applying for selection to the AR.

a. Marines applying for an AR billet will be processed in accordance with category B of the TR Checklist Figure (3-1).

b. TRs must ensure strict adherence to the most recent CMC message for billet vacancies and package preparation. Category B

reflects a comprehensive list of all requirements that can appear on the periodic message, using the current one as a guide, submit only the forms/documents that are required for that particular board. The TR will forward the completed original package to CMC (RAM).

3. Category C, Reenlistment/Extensions: Enlisted personnel who upon EAS, will be at or beyond their MSO and will not have any contractual time remaining who want to stay under contract as a member of the Individual Ready Reserve (IRR). Refer to Volume II Appendix D and L.

a. Marines who want to reenlist upon EAS will be processed in accordance with category C of the TR Checklist.

b. The TR must ensure waivers are accomplished in accordance with Appendix H in Volume II.

c. Effecting a reserve reenlistment on a Marine pending discharge from Active Duty Marine Corps is the responsibility of the Marine's separating command. Every effort will be made to ensure that they are educated in the specifics of reserve contracts. Based on this information, it will be the exception, not the rule, for a TR to effect the reserve reenlistment, and only if the separating command cannot. The end result is to help keep the Marine from falling off contract.

d. The TR shall only execute an extension on Marines that are in the IRR. If a Marine is selected for the AR Program, the TR can execute the extension based on a CMC letter approving the Marine to extend.

3002. Specific Instructions

1. The original TR Checklist will be maintained in the inspection copy of each package.

2. TR Checklist: Place an X or N/A on each form in the appropriate category. Print form. Sign and date at the bottom upon completing your final quality control check on the join package. The TR's signature on this form verifies all entries marked with an 'X' are provided in the accession package.

3. After inspecting each package the TR, SNCOIC, and TR Operations Chief will sign it, certifying all items are in the package and in accordance with this Guide.

TR CHECKLIST

APPLICANT'S NAME: _____
SSN#: _____

CATEGORY A
DIRECT ASSIGNMENT

SIGNED DAP ORDERS
RE CODE VERIFICATION
DD 214
QCAC & QCRE
DD FORM 4
TERMINAL LEAVE VER
BCN/PCN WORK SHEET
SF 88
SF 93
NAVMED 6120/3
HIV RESULTS OR SOU
TEST SCREEN

CATEGORY B
ACTIVE RESERVE

CO ENDORSEMENT
APPLICATION CVR LTR
PHOTOGRAPH
CERTIFIED COPIES OF SRB
RECORD OF SERVICE
BIR/BTR
CERT TRUE COPY OF CRCR
RESUME
FINANCIAL STATEMENT
INDEP DUTY CHECKLIST
LTR(S) OF RECOMMEND
TEST SCREEN

**CATEGORY C
REENLISTMENT**

	SIGNED DD FORM 4
	RE CODE VERIFICATION
	EAS VERIFICATION
	TIME IN SERVICE VERIFICATION
	TERMINAL LEAVE VERIFICATION
	WAIVER REQUEST / APPROVAL
	SF 88
	SF 93
	HIV RESULTS

TR CHF NOTED DISCREPANCIES: _____

I CERTIFY THAT THE APPLICABLE DOCUMENTS AS MARKED ABOVE ARE IN THE PACKAGE.

TRSNCO: _____ DATE: _____

SNCOIC: _____ DATE: _____

TR CHF: DATE:

Figure 3-1. TR Checklist

CHAPTER 4

DIRECT ASSIGNMENT/ACTIVE RESERVE/REENLISTMENT RECORDS/FILES

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JOIN PACKAGE ASSEMBLY.	4001	4-2

4000. Purpose. This chapter contains instructions with specific examples for the TR to use in completing affiliation and reenlistment packages.

4001. Scope. TR's are required to submit a quality accession package on every Marine Corps Reserve join/reenlistment. The TR's pride and professionalism are reflected in the accession/reenlistment packages that they prepare. Each package will be inspected for the following:

- Neatness in appearance
- Organization in accordance with the TRSNCO Checklist
- Proper labeling
- Completeness in accordance with this Guide and all applicable directives

4002. Definitions. Volume 2, Chapter 3, para 3002

4003. Join Package Assembly

1. The recruiter will ensure proper completion of all required affiliation and reenlistment documents and incorporate them into the accession package folder.

2. The minimum approved folder for accession packages will be a file folder with a male echo fastener on the right side (folder NSN is 7530-00-926-8978).

a. Left side: The TR checklist will be fastened by one staple in each upper corner.

b. Right side: The package with all required documents listed on the TR checklist will be 2 hole punched and placed on the echo fastener. Any additional supporting documents are filled behind the required documents.

3. Each affiliation/reenlistment package will have affixed to it a typed 1" x 3" white label containing the following information:

GYSGT RECRUITER, I.M. JAN/00 (Month/Year Claimed)
MARINE, I.M. 123 45 6789

a. Direct Assignment Packages: Typed labels will be placed in the center of the folder.

b. Active Reserve Applications: Typed labels will be placed on the left edge of the folder.

c. Reenlistments: Typed labels will be placed on the right edge of the folder.

4. Ensure all documents have the date in the following format; YYYYMMDD. Do not use civilian dates (e.g. 11/10/93, 1/3/94) unless dictated by Form Flow.

5. A payroll signature is required on all recruiting documents with the exception of the DD Form 4, which requires full name (spelled out; no initials) and signature by the applicant, refer to Volume 2, Appendix D.

6. If any of the forms have been completed more than 90 days prior to the issue date on the DAP orders or the date the reenlistment was effected, they must be redone in accordance with the appendices of this Guide.

7. An inspection copy of the DAP/AR/Reenlistment package will be forwarded to the Regional Office and a residual copy will be maintained at the TR site. DAP packages will be held for one year beyond the RD semiannual inspection. Reenlistments will be held indefinitely by the TR. The original DAP orders and package will be given to the member to take to the joining SMCR unit, copies of the DAP package will be sent to the appropriate PSR.

8. The Regional Office copy of the DAP/AR/Reenlistment packages will be maintained for one year beyond the date of inspection by the MCRSC semiannual inspection team at the Regional Office. Packages available for inspection but not selected for actual review will be maintained as well.

CHAPTER 5

DIRECT REFERRALS

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5000. Purpose. This chapter contains the basic procedures, policies, and instructions for referring interested Marines separating from active duty to the appropriate Prior Service Recruiter (PSR).

5001. Instructions

1. Leads will be communicated via ALMRS, in accordance with Volume III of this Guide.
2. TRs must ensure that the PSR receives the direct referral, to accomplish this, the TRs will contact the PSR by telephone to inform them. Once contact is made with the PSR, the TR will fax a copy of the SF-88 and SF-93 of qualified and eligible Marines within 30 days of separation.
3. Officer leads will be passed directly to the receiving PSRO's OIC.
4. Transition Brief Attendance and Information Records will be maintained at each site until the Marine's EAS. After the Marine's EAS, the card will be forwarded to the appropriate Regional Office.

APPENDIX A

DIRECT ASSIGNMENT PROGRAM ORDERS

1. General Instructions. The Direct Assignment Program (DAP) is designed to assign qualified enlisted Marines, approaching their EAS obligation to fill unmanned SMCR billets by T/O and Line Number. TRs stationed at major bases and stations will screen Marines who have shown a desire to join a SMCR unit within the geographic vicinity of their intended separation address. Marines possessing the MOS qualifications for a specific billet will receive orders assigning them to that billet. I-I interviews are not required. The Marine will be joined to the SMCR when they physically report to the unit. If the Marine fails to report to the PSR within 30 days of their EAS, the billet will be considered unfilled and be available to other Marines.

2. Specific Instructions

a. TRs will coordinate with PSRs to identify billet vacancies. DAP orders will be prepared using the example provided in Figure A-1 and the information obtained from the PSR. TRs are to follow the specific format in Figure A-1, when generating the orders.

b. The TR will distribute orders to the following:

(1) Applicant (original)

(2) PSR Site

c. On the date of separation forward a copy of the following documentation to the SNCOIC of the Recruiting Site coordinating the affiliation:

(1) DAP Orders

(2) Copy of DD 214 (if available), MCTFS, QCRE, and QCAC screens

(3) Copy of Separation SF 88 and SF 93 with HIV test result or SOU

(4) Copy of NAVMED 6120/3 (if applicable)

(5) Copy of signed original DD 4 (if applicable)

d. TRs will qualify applicants using this volume of the Guide.

(1) Marines who have less than 90 days left on contract at the time of their EAS are not qualified without RD approval.

(2) Marines who have more than 90 days, but less than 11 months at the time of their EAS, are qualified to receive DAP orders. Upon reporting to the PSR to join, the PSR will execute an extension on the Marine in accordance with Volume II, Appendix L of this Guide.

e. TRs will complete the join package by utilizing the TR Checklist, Figure 3-1, of this Volume.

f. Only Marines with RE Code-1A will be considered qualified to receive DAP orders.

TRO LETTERHEAD

1300
TRO #
(Date Issued)

From: Commanding General, Marine Corps Recruiting Command
To: (Applicant's) Rank First Name MI Last Name; SSN/MOS

Subj: PERMANENT CHANGE OF ASSIGNMENT

1. Effective (Day after EAS), you are assigned to (Unit, Complete Address). Upon reporting, you will be joined to RUC XXXXX on T/O XXXX, Line #XXXX, as a (Billet Title/MOS).
2. Once you have been joined to the Reserve unit, you are authorized to perform up to 48 periods of Inactive Duty Training (drills) and between 14 to 28 days of Active Duty for Training all for which you will be paid. You will also be eligible for all applicable SMCR benefits.
3. Travel to the Reserve unit will be at no cost to the government. Should you reside more than 50 miles from the Reserve Training Center, billeting will be available, at no cost to you, during drill weekends.
4. Prior to reporting, you will contact your Prior Service Recruiter (PSR), (PSR's Name), at (PSR's Site Phone #), for additional reporting information and assistance.
5. The billet to which you have been assigned will be reserved for 30 days from the effective date of these orders.
6. You have indicated that your separation address and phone number will be: (Separation Address and Phone Number).

I. M. MARINE
By direction

RECEIVING ENDORSEMENT

1. I received these orders at _____ on _____ from MFRTRC(). I understand that my assigned billet will be held for 30 days from the effective date of these orders.

Figure A-1. Direct Assignment Program Orders

APPENDIX B

REENLISTMENT CODE VERIFICATION/SERVICE VERIFICATION

1. General Information. Prior to executing a reenlistment or issuing DAP orders, the TR is required to verify both the RE Code and service verifications.

2. Specific Instructions

a. The TR Checklist identifies the required reenlistment code and service proof sources for that type of join. Listed below are the acceptable proof sources for reenlistment code and service verification for the different types of joins.

(1) When completing a DAP join or Reenlistment, the TR will provide one of the following documents to verify RE Code:

(a) Career Planning Contact Record. The career planners contact record signed by the applicant's commanding officer, dated within 90 days of the DAP order issue date, and recommending a reenlistment code of 1A shall be considered a valid proof source for RE code verification.

(b) Commanding Officer Letter of Verification.

(c) DD 214/215 (Vol II, Chap 1, Figures 1-2 and 1-3).

(2) Service Periods and Character of Service are verified by viewing and providing one of the following items:

(a) DD 214/215

(b) QCRE and/or QCAC (Vol II, Chap 1, Figures 1-4 and 1-5).

b. The DD Form 214 is the preferred proof source for the EAS, EOS, RE Code, PMOS, SSN, and Present Grade.

c. The DD Form 4 will not be required unless the Marine has executed a Reserve Reenlistment upon separating from the Regular component, refer to Volume II Appendix D.

d. The TR will ensure that all proof sources are legible and dated/printed prior to issuance of DAP orders or execution of reenlistment.

APPENDIX C

TERMINAL LEAVE VERIFICATION

1. Scope of Instructions. Terminal Leave Verification is a Standard Naval letter from the Marine's Commanding Officer indicating that the Marine will be departing Active Duty more than 90 days prior to his/her scheduled EAS.

2. Specific Instructions

a. The Terminal Leave Verification Letter is required for both reenlistment and DAP packages where the TR reenlists or issues DAP orders more than 90 days prior to that Marine's scheduled EAS.

b. The TR will obtain a copy of the Terminal Leave Verification from the Marine's separating command and file it according to the TR Checklist in the join package.

APPENDIX D

BCN/PCN WORKSHEET

1. Scope of Instructions. TRs have the authority to obtain Bonus Control Numbers (BCNs) direct from Headquarters, Marine Corps (RAP) for two key incentive programs. The Selected Reserve Incentive Program (SRIP) and the Reserve Promotion Affiliation Program (RPAP). TRs are encouraged to use the RPAP and SRIP as recruiting tools.
2. General Instructions. Utilizing the current ALMARS, the TRs will be able to determine which applicants qualify for either the SRIP or the RPAP and use this as an incentive for Marines to join the SMCR.
3. Specific Instructions. Upon qualifying an applicant for one of the two incentive programs, the TR will complete the BCN/PCN Request, Figure D-1. Copies of the completed form will be forwarded to the respective PSR and the TR Regional Office.

BCN/PCN REQUEST

Date Requested: _____

Affiliation (BCN) Ref: MCO 7220.38 and ALMAR:

Promotion (PCN) Ref: MCO P1400.32 and ALMAR:

(underline one)

TR: _____

Effective date of DAP orders: _____ DAP Order #: _____

=====

APPLICANT DATA

Name: _____ Rank: _____ SSN/MOS: _____

DOR: _____ PEBD: _____ AFADBD: _____ EAS: _____ MSO: _____

=====

JOINING SMCR UNIT DATA

PSR: _____ Site: _____ Ph#: _____

ASGN MOS: _____ T/O: _____ Ln #: _____ RUC: _____

UNIT: _____

UNIT PHONE #: _____

=====

REGIONAL OFFICE

Reg Clerk: _____ CMC Rep: _____

BCN: _____ PCN: _____ Date: _____

=====

NOTES

1. It is the PSR's responsibility to ensure gaining unit is aware of PCN (and/or) BCN for SNM.
2. Gaining SMCR unit must call CMC RAP-32 at (703) 784-9136/3736, and report effective date of SWAT and Join Date to SMCR unit.

Figure D-1. BCN/PCN Request

APPENDIX E

ACTIVE RESERVE (AR) PROGRAM APPLICATION

1. Scope of Instructions

a. Active component Marines can submit an application within 120 days of their EAS.

b. TRs will comply with direction given in the current MARADMIN message from CMC.

2. General Instructions

a. TRs will prepare the application cover letter utilizing the format provided.

b. All required enclosures will be completed in accordance with the applicable directives.

c. TRs are to construct an AR application package utilizing category B of the TR Checklist.